Ohio | Office of Budget and Management

Mike DeWine, Governor
Jon Husted, Lt. Governor

Kimberly Murnieks, Director

OBM Grants Portal

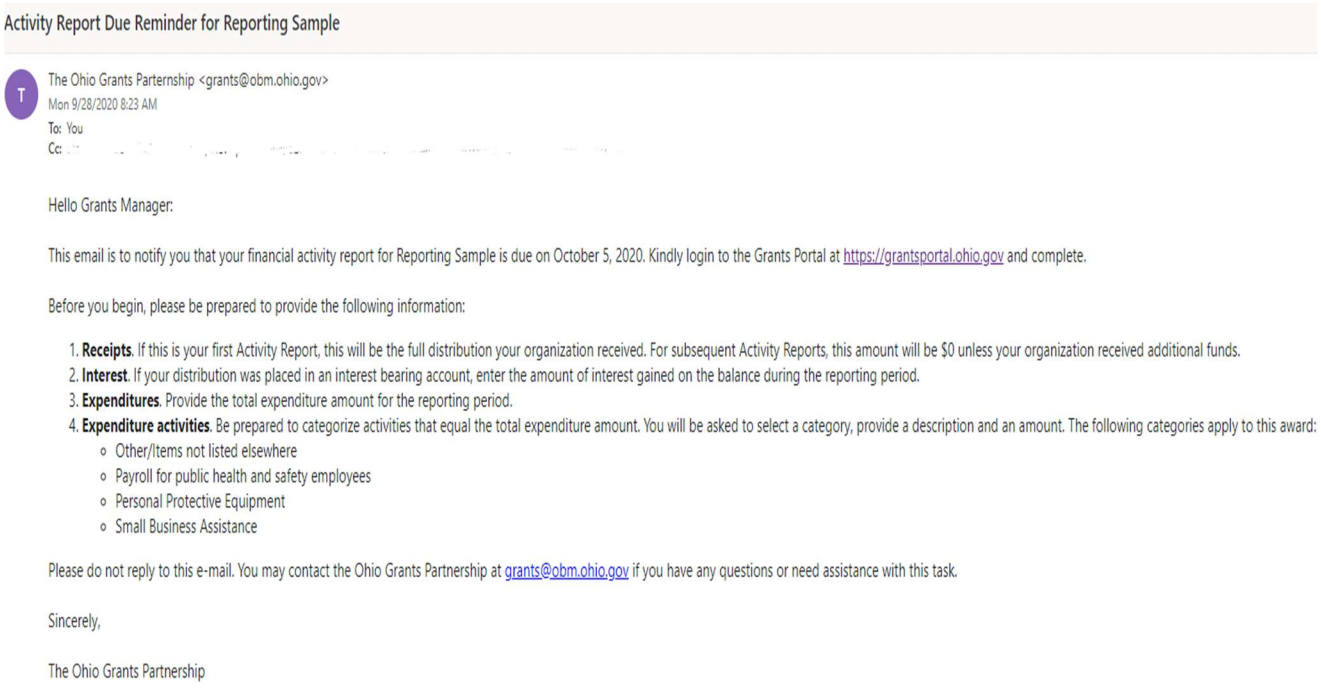
#IN THIS TOGETHER Ohio

Ohio | Office of Budget and Management

Reporting Job Aid

This Job Aid is to assist those required to report grant activity in the OBM Grants Portal. The following are steps to assist with entering information in the portal. Any guidance documents received from the funding agency should be used in conjunction with this job aid when completing reporting.

1) The grant contact will receive an email like the example below approximately two weeks prior to the due date indicating the Activity Report is due.



Activity Report Due Reminder for Reporting Sample

T

The Ohio Grants Parternship <grants@obm.ohio.gov>
Mon 9/28/2020 8:23 AM
To: You
Cc:

Hello Grants Manager:

This email is to notify you that your financial activity report for Reporting Sample is due on October 5, 2020. Kindly login to the Grants Portal at https://grantsportal.ohio.gov and complete.

Before you begin, please be prepared to provide the following information:

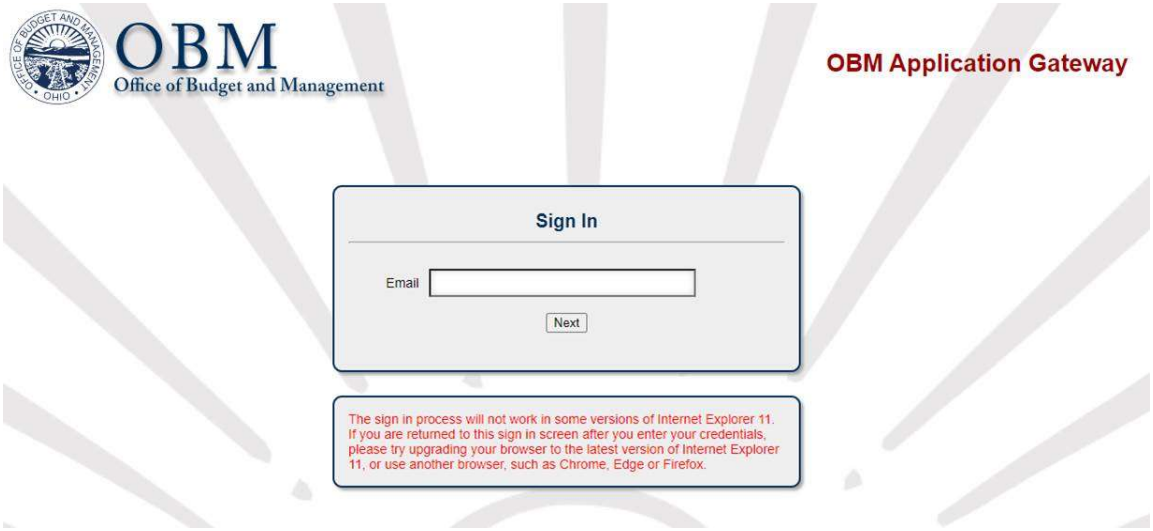
1. **Receipts**. If this is your first Activity Report, this will be the full distribution your organization received. For subsequent Activity Reports, this amount will be $0 unless your organization received additional funds.
2. **Interest**. If your distribution was placed in an interest bearing account, enter the amount of interest gained on the balance during the reporting period.
3. **Expenditures**. Provide the total expenditure amount for the reporting period.
4. **Expenditure activities**. Be prepared to categorize activities that equal the total expenditure amount. You will be asked to select a category, provide a description and an amount. The following categories apply to this award:
    - Other/Items not listed elsewhere
    - Payroll for public health and safety employees
    - Personal Protective Equipment
    - Small Business Assistance

Please do not reply to this e-mail. You may contact the Ohio Grants Partnership at grants@obm.ohio.gov if you have any questions or need assistance with this task.

Sincerely,

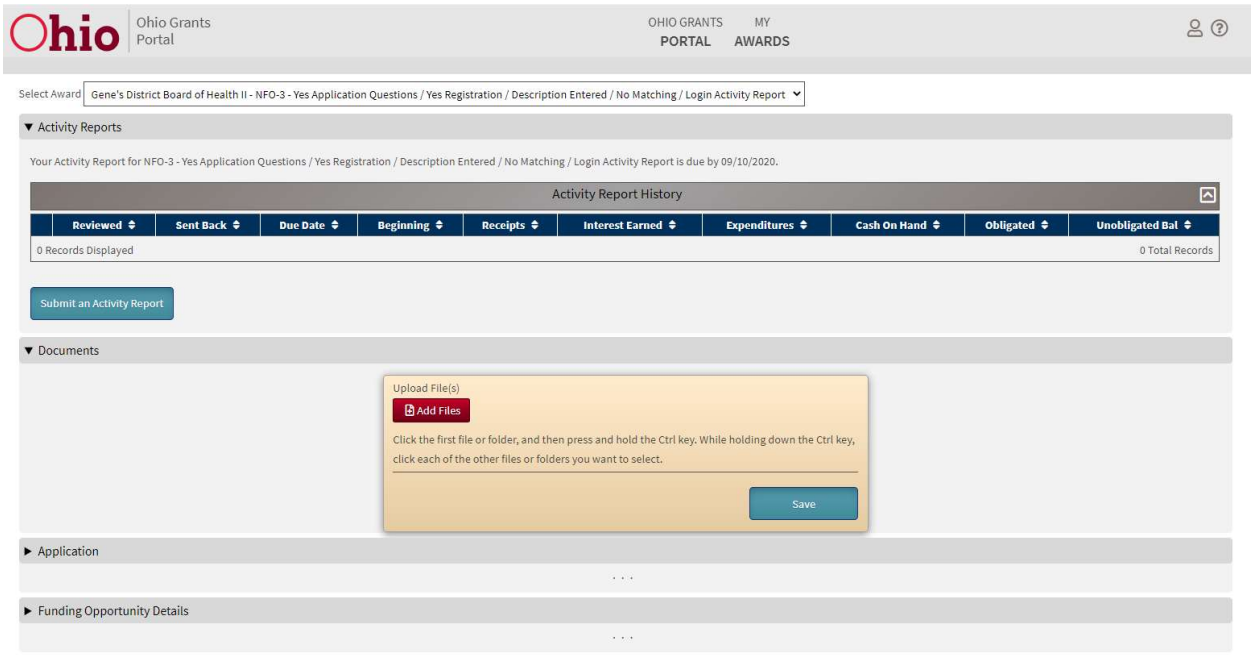
The Ohio Grants Partnership

2) You can use the e-mail to click the link to the Grants Portal or go there directly at grantsportal.ohio.gov. This will bring you to the sign in page. Sign in and you are ready to begin your reporting.

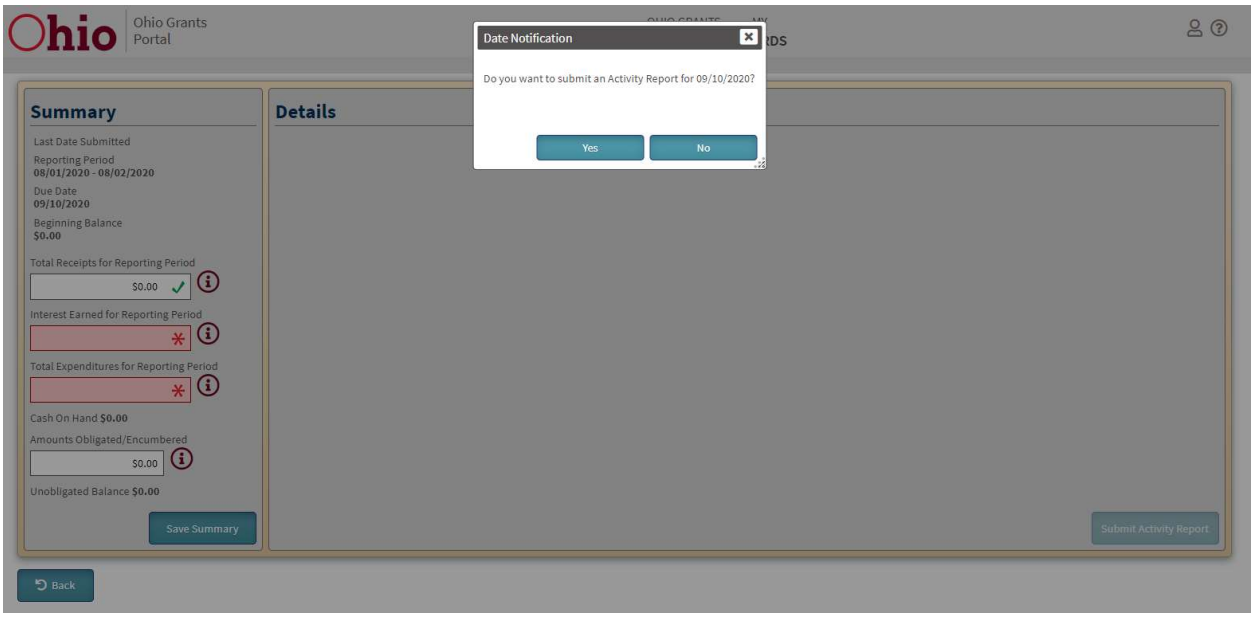


3) After successfully signing in, you will be brought to the screen below. Click on "My Awards"

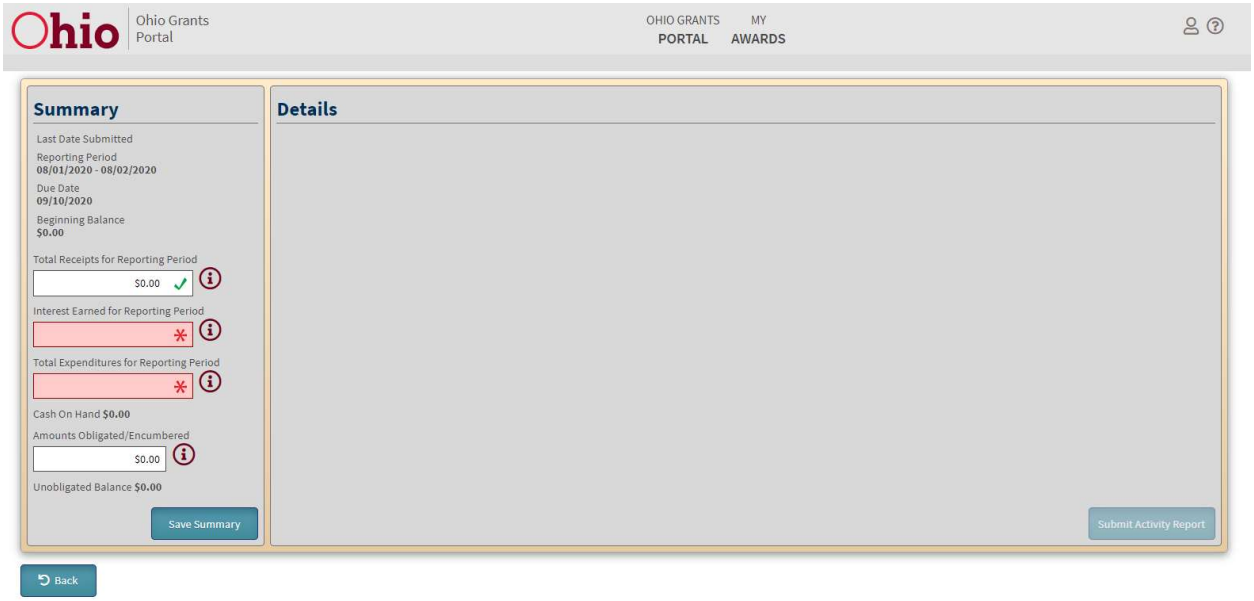
4) Clicking “My Awards” will bring you to the screen below. Click “Submit an Activity Report” at the left side of the screen.



5) After clicking on Submit an Activity Report, a pop-up window will generate confirming you want to submit a report. Click “Yes.”

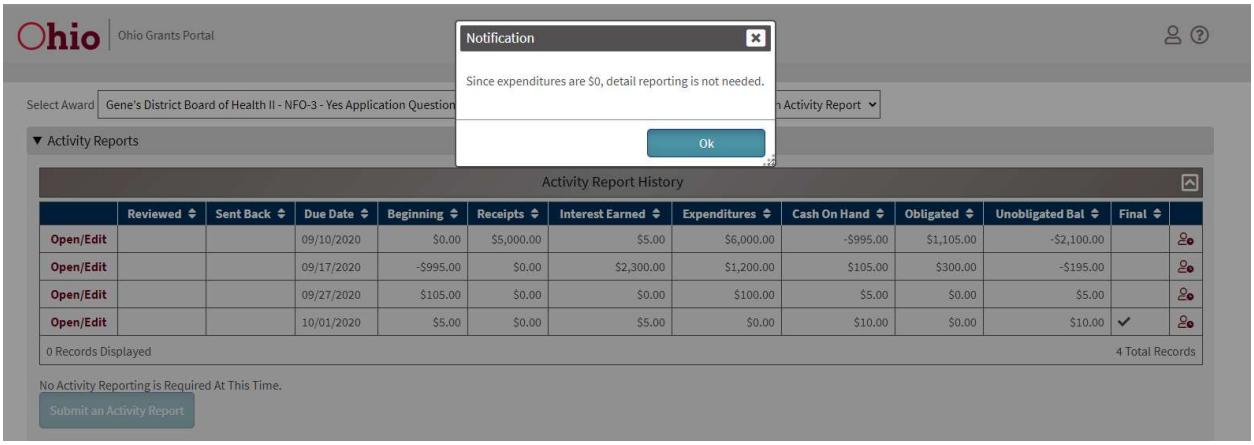


6) It is now time to start entering receipts, interest earned, expenditures, and encumbrances for the reporting period (i.e. 3/1 – 9/30, 10/1 – 12/31, etc.). All items with red asterisks must have amounts entered to proceed.

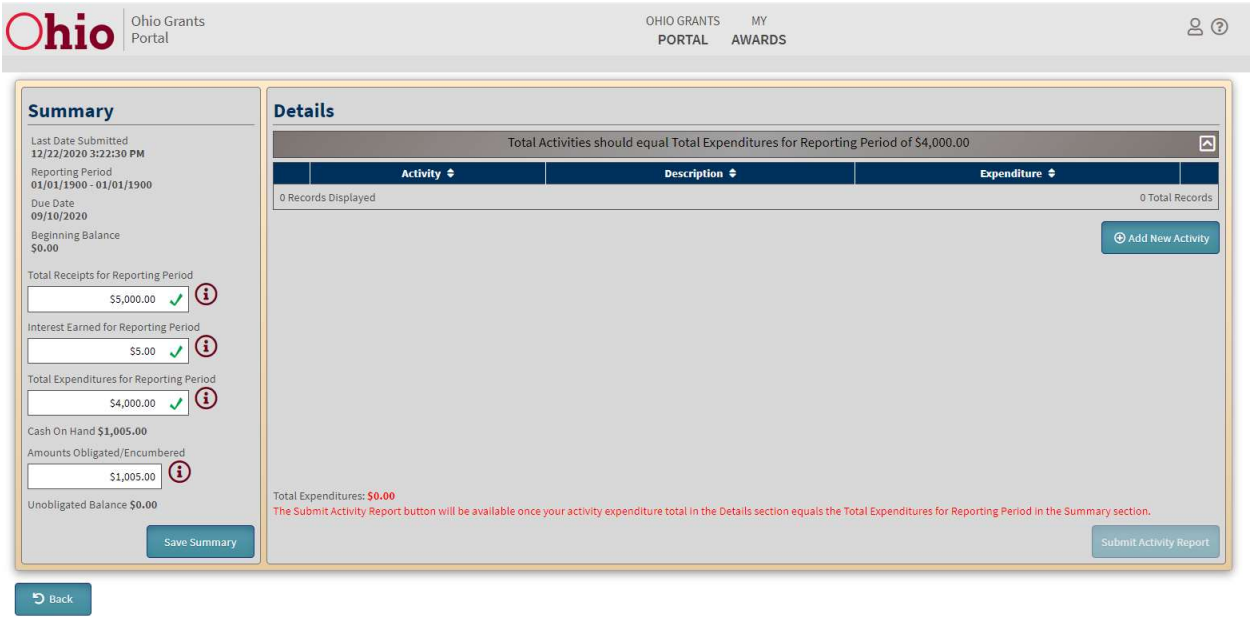


7) When a value is entered in each required field, a green checkmark will appear. Once complete, click “Save Summary.”

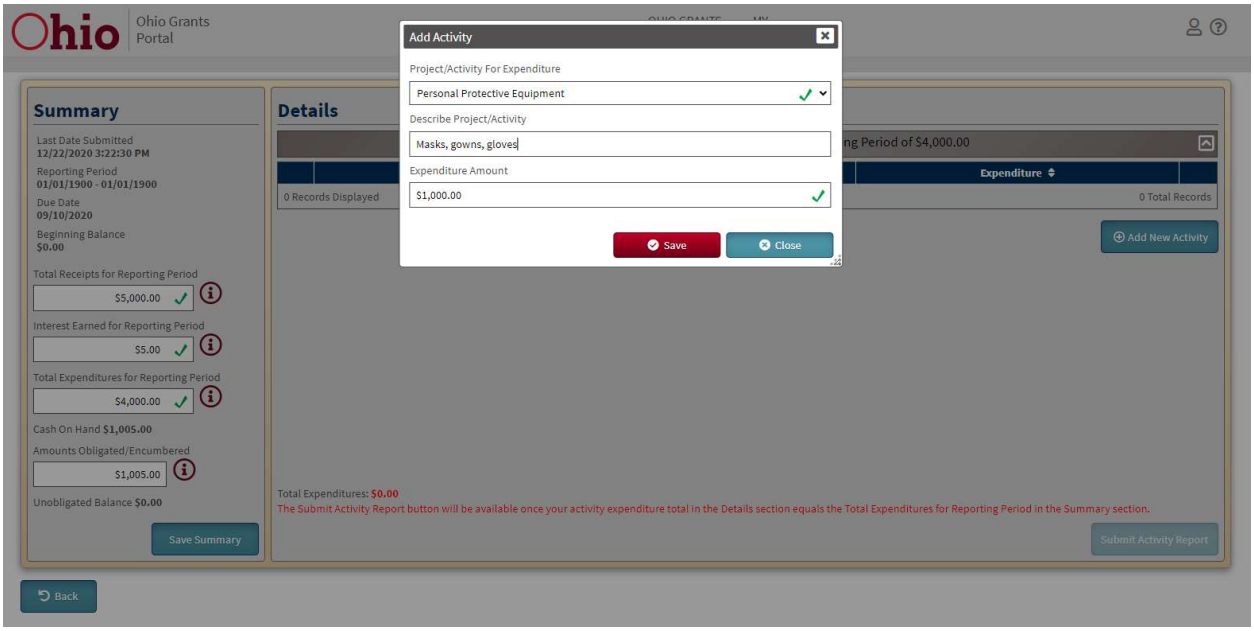
8) If you reported an expenditure amount of zero, a window will pop-up indicating that detailed reporting is not needed. If you reported expenditures, see remaining steps to detail your expenditures and submit your report.



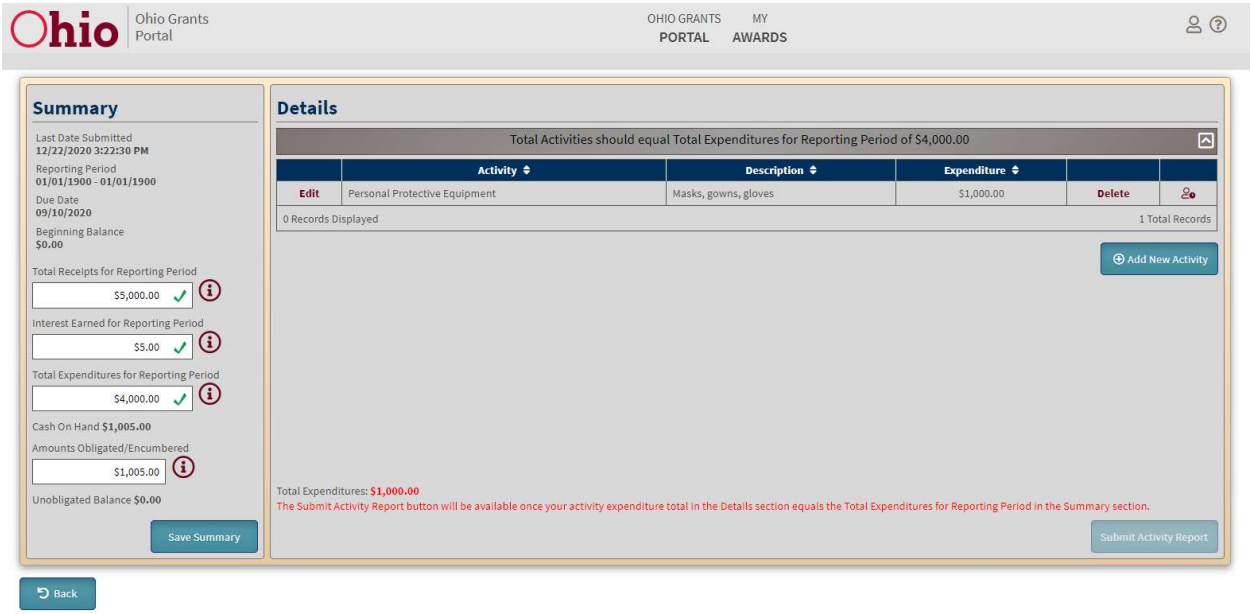
9) If you reported summary expenditures during the period, you are required to classify your expenditures by category in the Details section of the report. Click the “Add New” button to classify your expenditures.



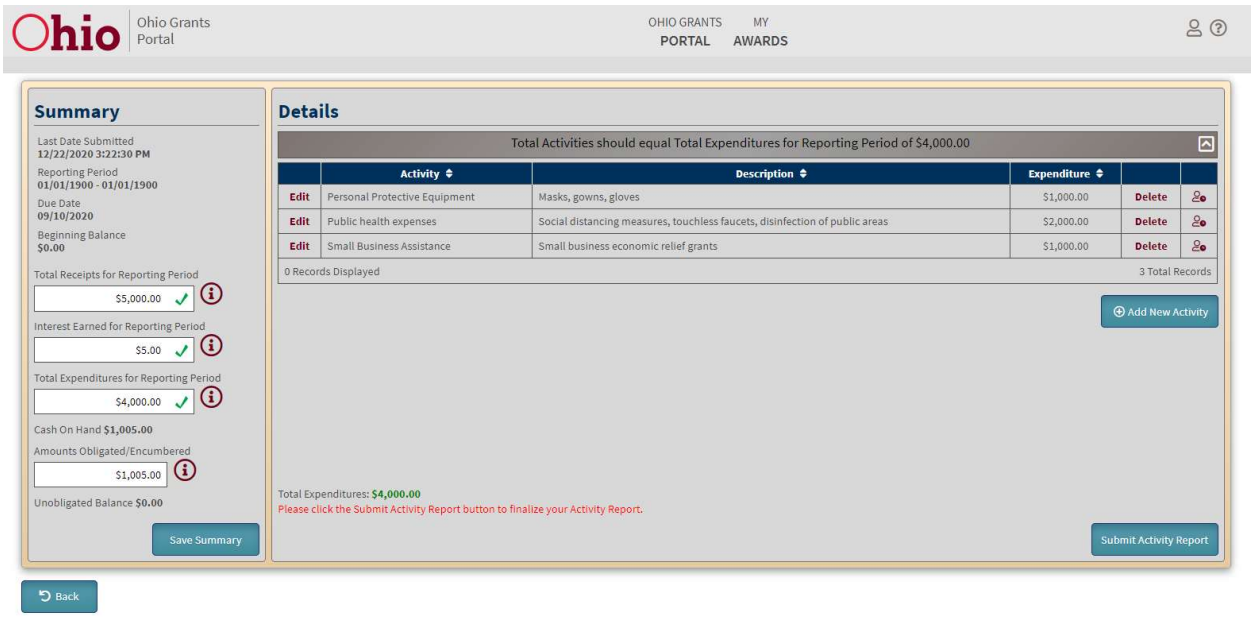
10) A pop-up window will generate to allow you to select a project/activity from a drop-down menu, then enter free form text to best describe the project/activity and list the amount of expenditures for that project/activity. Once complete, click "Save."



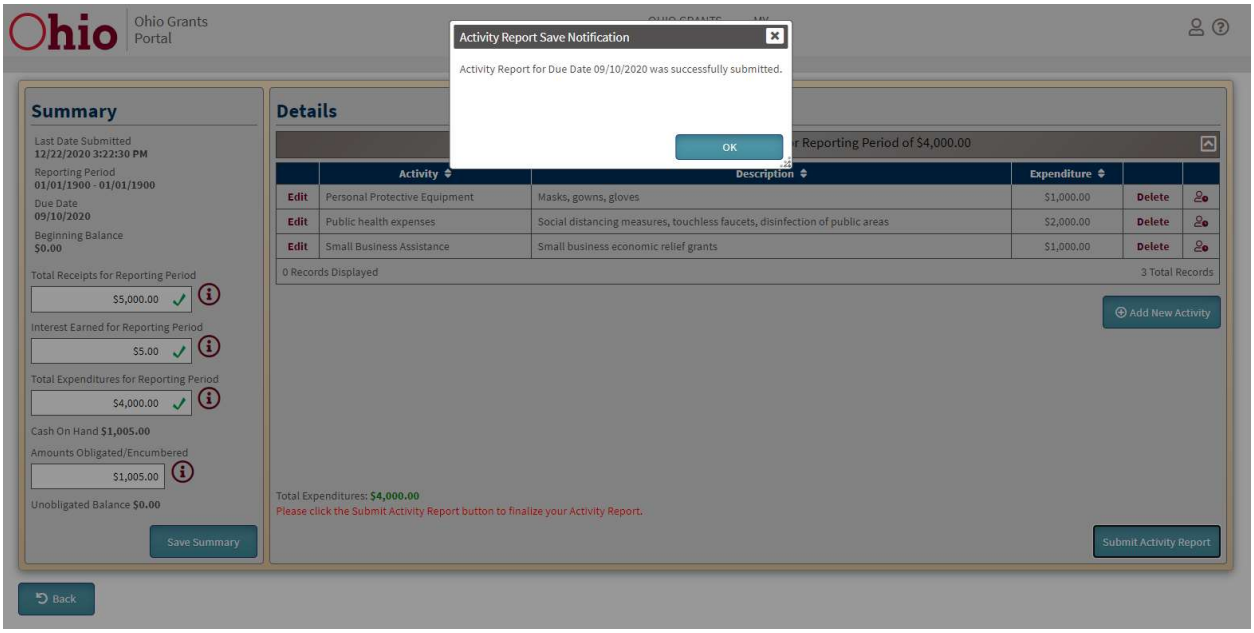
11) After clicking save, your activity entered will be presented in the grid as shown below. The Submit Activity button will be grayed out until the total expenditures in the Details section matches the total expenditures in the Summary section.



12) Click “Add New Activity” and continue to do this for each category until all expenditures have been accounted for in a category. You may enter the same activity more than once if you need to separate based on activity description. When the expenditure total in the Details section matches the expenditure total in the Summary section, you will have the ability to submit the activity report.



13) Once complete click “Submit Activity Report” and a pop-up window will generate notifying you that your activity report was successfully submitted.



You are now finished with your Activity Report. You may go back and edit the report up until the due date of the report.

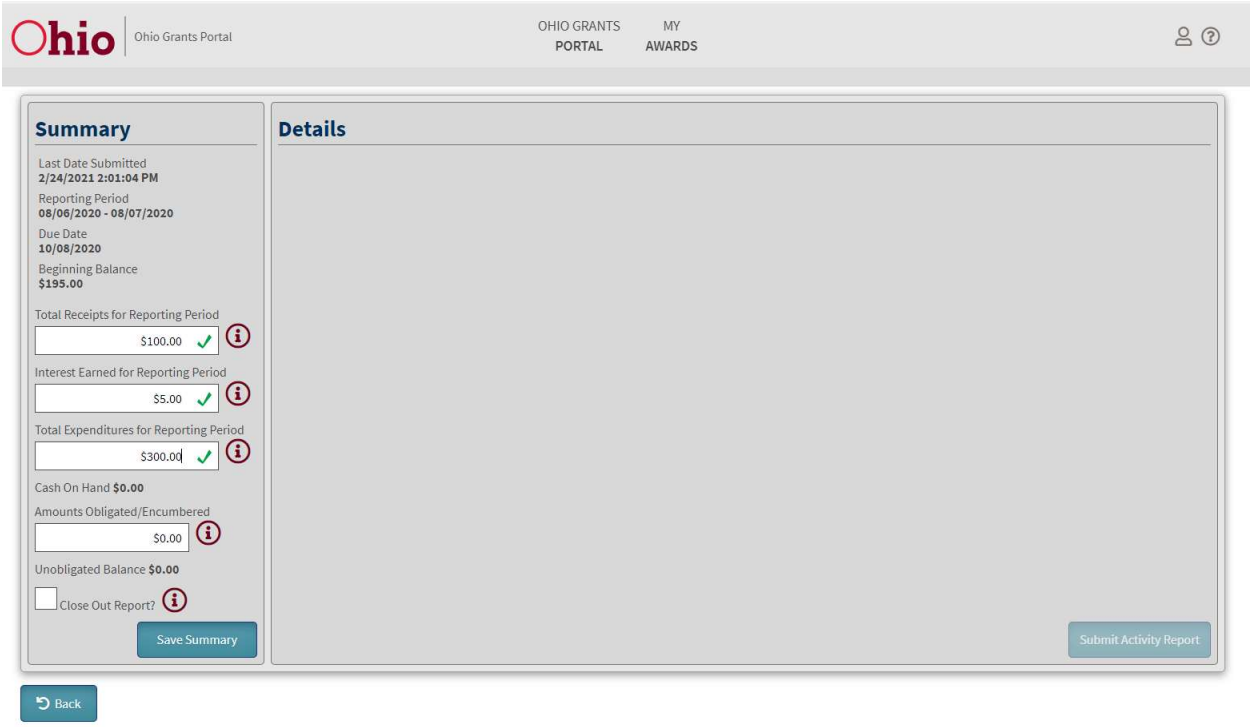
Closeout Process:

Once you finish expending all your grant funds you need to submit a final report to closeout your reporting.

1) If your most recent report is not yet in “Reviewed” status and you do not have any additional activity to report (i.e. receipts, interest, and expenditures), go to “My Awards,” select Open/Edit next to your most recently submitted report, and follow the instructions in Steps 3-9 below. Otherwise, follow Steps 1-5 above, to select a new report to submit, then follow the instructions in Steps 2-9 below.

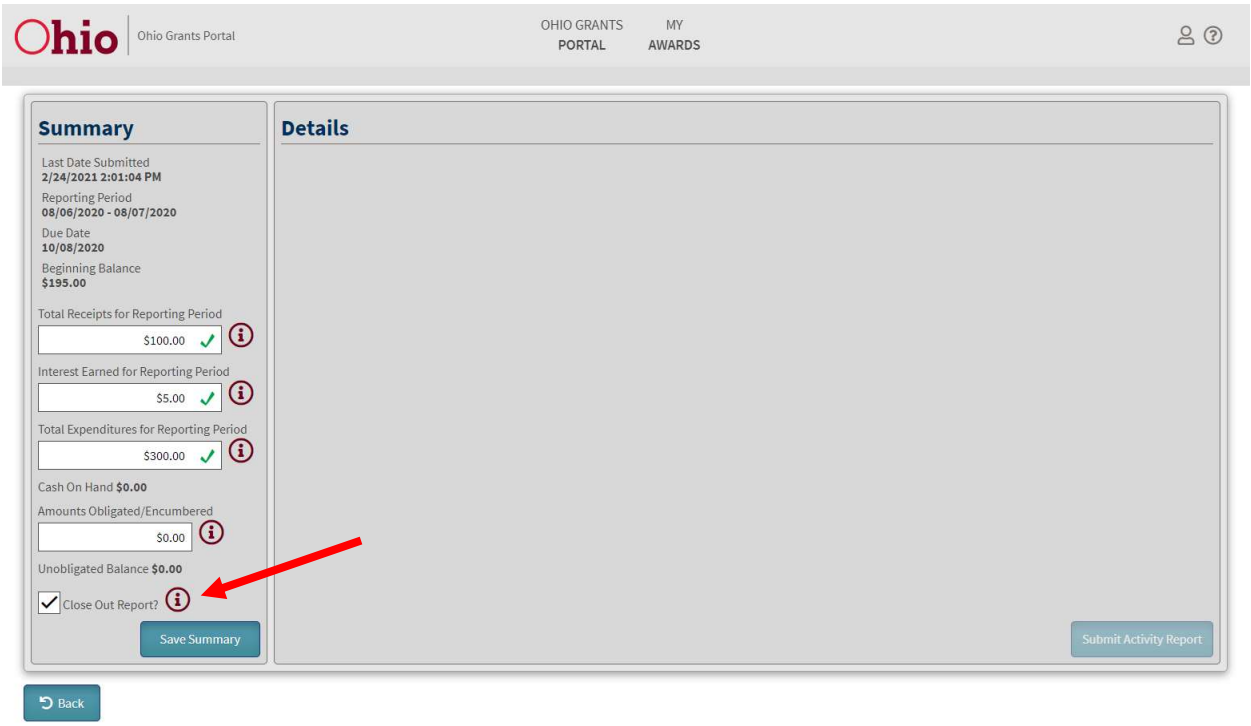
2) For the current period, enter the receipts, interest earned, and expenditures in the Summary section of the report. Since this is the final report you shouldn’t have any obligations/encumbrances. If you enter an obligated/encumbered

amount other than zero, the “Close Out Report” box will be grayed out and you won’t be able to submit a final report.

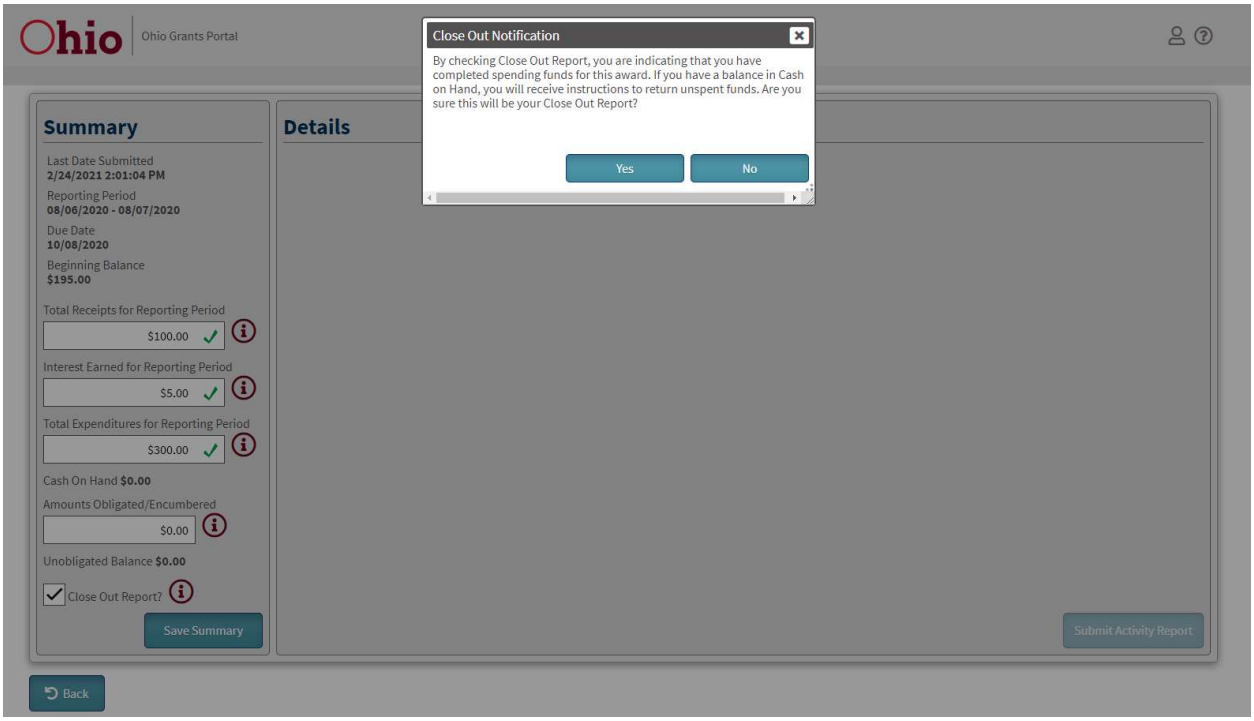


3) Review your cash on hand amount to ensure it is appropriate. If you don’t have any unspent grant funding to return to the funding agency, your cash on hand amount should equal zero. If you plan to return unspent funding to the funding

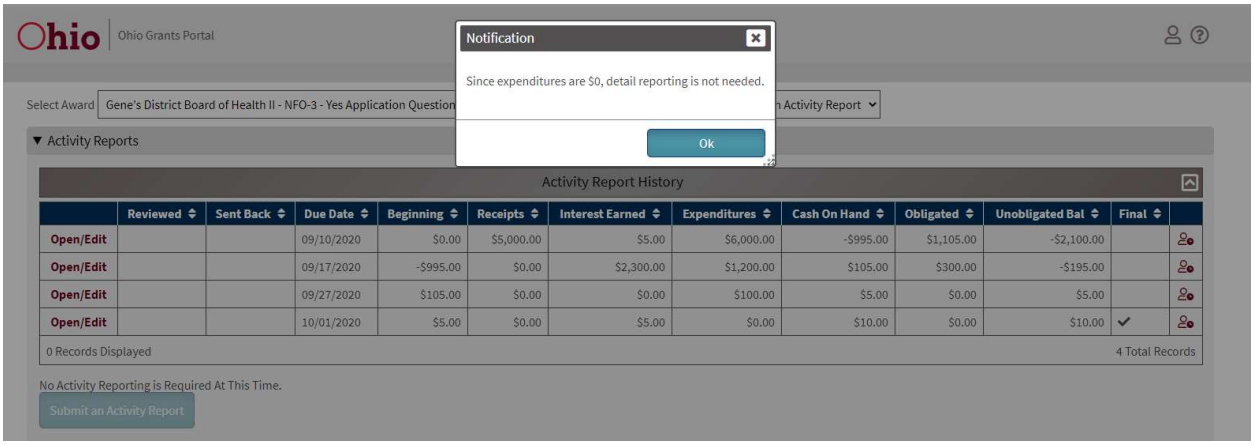
agency, your cash on hand amount should equal the amount of funding you are returning. Once your cash on hand amount is verified, click the “Close Out Report” box.



4) Click “Save Summary” and a window will pop-up asking you to confirm that you completed spending for your award. Click “Yes.”

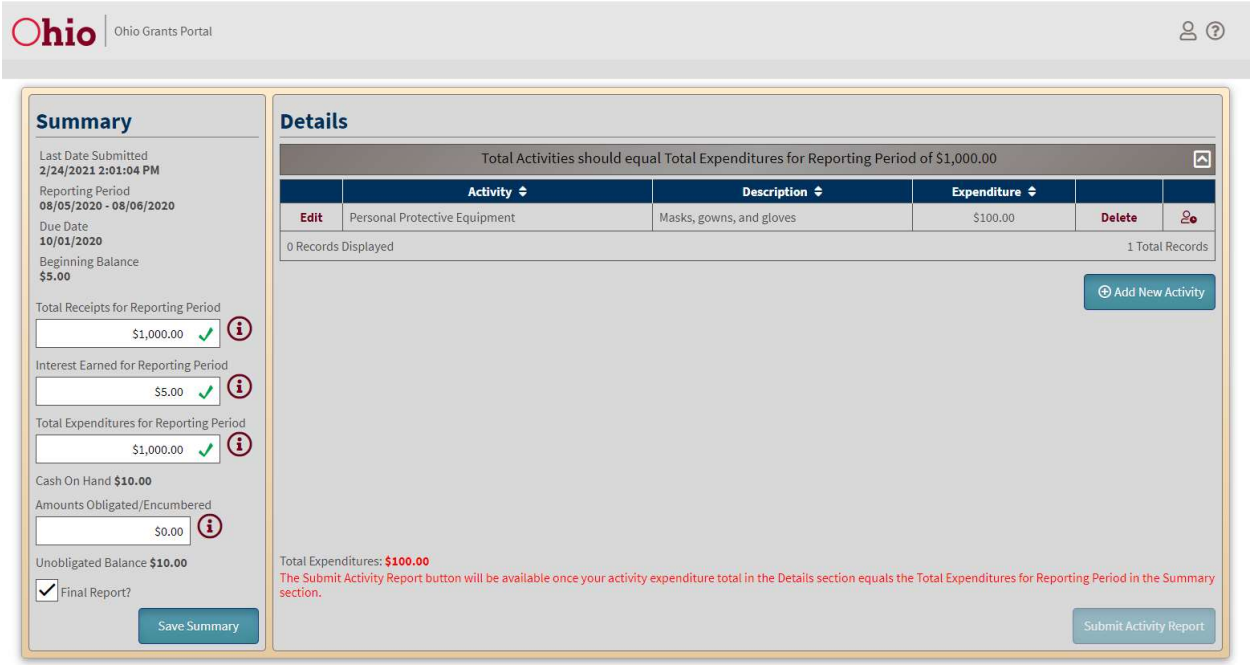


5) If you reported an expenditure amount of zero, a window will pop-up indicating that detailed reporting is not needed. If you reported expenditures, see remaining steps to complete the closeout process.

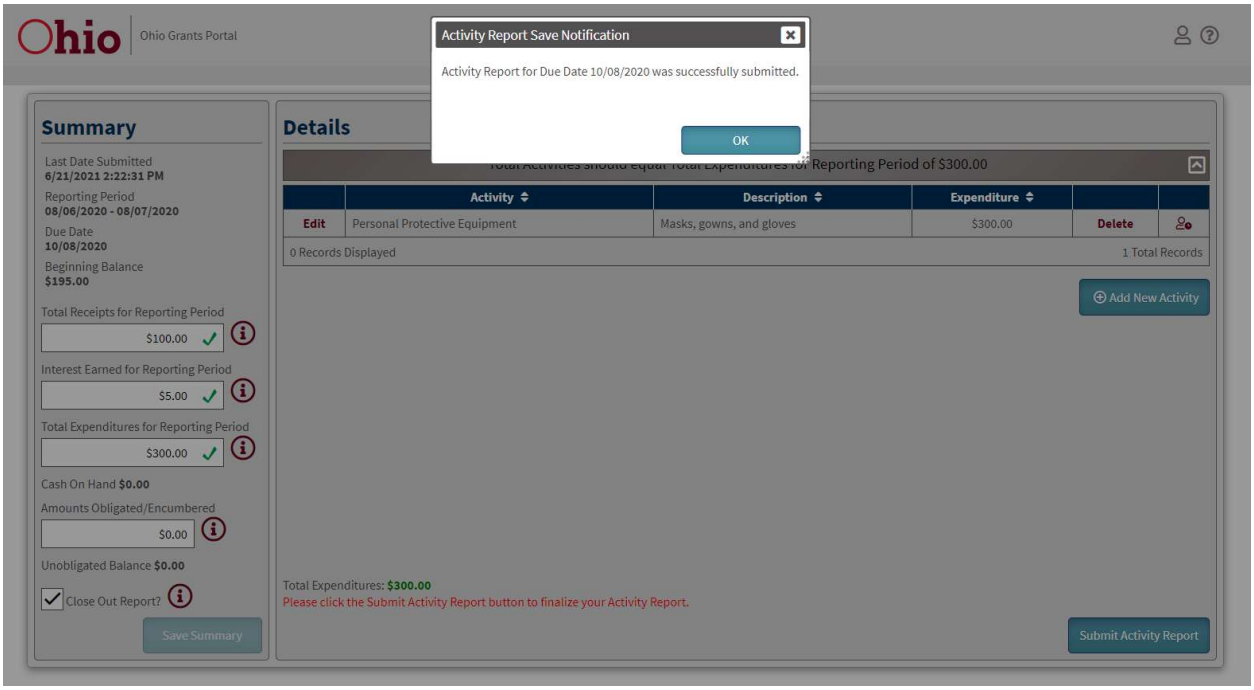


6) If you have expenditures to report in this period, click “Add New Activity.” Then enter the expenditure activity, description, and amount and click “Save.” Continue to do this for each category until all expenditures have been accounted for in a

category. You may enter the same activity more than once if you need to separate based on activity description. When the expenditure total in the Details section matches the expenditure total in the Summary section, you will have the ability to submit the activity report.



7) Once complete click “Submit Activity Report” and a window will pop-up to notify you that your activity report was successfully submitted.



8) After you submit your close out report, you'll notice a checkmark is included in the "Final" column of the submitted Activity Report which indicates the close out report was successfully submitted.

9) If you have a cash on hand balance remaining after submitting the report, you'll receive an automated email listing the amount of unspent funds needing to be returned and when/where the funds need to be returned.